

Application for Employment

City Website: <http://www.cityofcody-wy.gov>
Email: cindyb@cityofcody.com



1338 Rumsey Ave. PO Box 2200
CODY, WY 82414
(307) 527-7511

CITY OF CODY, WY

RECREATION/AQUATIC SEASONAL APP

An Equal Opportunity Employer

POSITION APPLIED FOR _____ DATE OF APPLICATION ____ / ____ / ____

NAME _____
LAST FIRST MIDDLE

LIST OTHER NAMES USED, IF ANY _____

MAILING ADDRESS _____
STREET OR PO BOX CITY STATE ZIP CODE

PRIMARY TELEPHONE NUMBER (____) ____ - ____ ALTERNATE TELEPHONE NUMBER (____) ____ - ____

EMAIL ADDRESS _____

Are you under the age of 14? YES ☐ NO ☐

Are you over the age of 18? YES ☐ NO ☐ (For Police Officers in WY, the minimum age is 21)

Have you ever been employed by the City of Cody? YES ☐ NO ☐ If yes, give dates _____

I understand, if hired, I will be required to provide proof of eligibility to work in the United States. YES ☐ NO ☐

Have you ever been convicted of any law violation other than a minor traffic violation?
(**"YES"** answer does not automatically disqualify you from employment since the nature of the offense, date and the job for which you are applying will also be considered.) YES ☐ NO ☐

If yes, give details: _____

Are you related to anyone presently working for the City of Cody? YES ☐ NO ☐ If Yes, list name _____

Do you have a valid license? YES ☐ NO ☐ Driver's License # _____ STATE? _____

Do you have a Commercial Driver's License? YES ☐ NO ☐ Class: _____ (A,B,C)

Endorsements Held: Hazardous Material ☐ Tanker ☐ Airbrakes ☐ Passenger ☐

Have you ever been terminated, dismissed or asked to resign from any position? YES ☐ NO ☐

If yes, please explain _____

Educational Background

COLLEGE/UNIVERSITY/TRADE SCHOOLS	CITY/STATE	CREDITS COMPLETED	DEGREE/ DIPLOMA	YEAR	MAJOR	MINOR
High School:						

Employment History

List your employment history starting with the most recent employer. List all positions held, including military experience, part-time, summer and/or volunteer work and periods of unemployment. Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE () -	DATES EMPLOYED		Summarize your job responsibilities
		FROM	TO	
ADDRESS				
JOB TITLE			SALARY	
		FINAL		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER HOUR	<input type="checkbox"/>	
		PER WEEK	<input type="checkbox"/>	
		PER MONTH	<input type="checkbox"/>	
REASON FOR LEAVING	MAY WE CONTACT?			
EMPLOYER	TELEPHONE () -	DATES EMPLOYED		Summarize your job responsibilities
		FROM	TO	
ADDRESS				
JOB TITLE			SALARY	
		FINAL		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER HOUR	<input type="checkbox"/>	
		PER WEEK	<input type="checkbox"/>	
		PER MONTH	<input type="checkbox"/>	
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		FINAL		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER HOUR	<input type="checkbox"/>	
		PER WEEK	<input type="checkbox"/>	
		PER MONTH	<input type="checkbox"/>	
REASON FOR LEAVING	MAY WE CONTACT?			

Additional job history and/or resume can be attached.

EXPLAIN GAPS IN EMPLOYMENT: _____

SPECIAL SKILLS AND QUALIFICATIONS: Summarize special skills and qualifications you would like us to consider including certifications and licenses. _____

Professional References
List three (non-related) persons who can objectively assess your professional or scholastic performance.

NAME	TELEPHONE	YEARS KNOWN

CERTIFICATION OF ACCURACY & AUTHORIZATION TO RELEASE INFORMATION

I certify that all information provided in this application is true and complete. I understand misrepresentation or omission of facts during the application or selection process may disqualify me from further consideration and may be cause for dismissal.

I understand the City of Cody may conduct a background investigation, which may include obtaining information as to my character, reputation, and mode of living. This may include interviews with my relatives, neighbors, friends, former employers, schools and others.

I authorize the City of Cody to investigate my employment background and personal history. I authorize the City of Cody to obtain any and all information relevant to determining my qualifications for the job for which I have applied. I further authorize the City of Cody to obtain copies of and review any and all employment records, documents and such other information as the City of Cody may determine relevant to its investigation. I agree to sign an authorization and consent to release of information to allow the City of Cody to obtain copies of prior employment records, documents and information from prior employers, organizations, references, and individuals who may have information relevant to my qualifications to work for the City of Cody.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand that I may also be required to successfully pass drug and alcohol screening examinations. I hereby consent to pre- and/or post-employment drug and alcohol screens as a condition of employment, if required. I have read, understand, and by my signature, consent to these statements. I authorize investigation of all information contained in this application.

Signature of Applicant

Date

**ALL APPLICANTS OVER AGE 18 must complete the
Application for Child & Adult Abuse/Neglect Central Registry Screen
Document (pages 4/5 of application and return with application)**

SS-26 INV

8/1/2016

APPLICATION FOR CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY SCREEN

Background checks on volunteers, prospective employees, or an employee who has or may have unsupervised access to minors or vulnerable adults may be screened. Note: According to W.S. 14-3-214, "the applicant shall use the information received only for screening prospective employees and volunteers."

Instructions:

- 1) Complete page one and page two of this form in ink ensuring the Authorization of Release of Information is signed and dated by the person being screened.
- 2) Verify SSN and DOB with a driver's license or other means of identification and obtain a copy **for your records**.
- 3) Authorization is only valid for sixty (60) days from the date signed.
- 4) **A ten dollar (\$10) fee is required for each individual screened. An invoice will be sent to you after screens for the current month are complete.**
- 5) **Submit a self-addressed envelope with the request.** Postage is not required but is appreciated.
- 6) For accuracy purposes, please attach a typed list of the names, dates of birth and social security numbers, for all individuals being screened.
- 7) **Incomplete forms and requests not accompanied by a self-addressed envelope will be returned unprocessed.**
- 8) **Only applications with original signatures will be accepted. Electronic signatures, scanned or faxed copies are not accepted.**
- 9) The SS-26 Form will be returned to the agency requesting the screen within ten (10) business days of receipt.
- ~~10) By including an email, you acknowledge The Department of Family Services may send you results electronically, and agree to abide by all confidentiality laws regarding Central Registry data. The original will follow by mail.~~
- 11) Areas marked by an asterisks, *, are required fields.

Mail application to:

Department of Family Services
Central Registry
2300 Capitol Ave, 3rd Floor
Cheyenne, WY 82002

Note: Central Registry screens are specific to the State of Wyoming. For adult protection screens, you may also consider checking the Board of Nursing and Office of Health Licensing and Survey registries

To be Completed by Organization/Facility (Print clearly)

Name of person being screened _____

*Organization/agency requesting check _____ City of Cody _____

*Contact person for requesting organization _____ Cindy Baker _____

*Mailing Address _____ PO Box 2200 _____

*City _____ Cody _____ *State _____ WY _____ *Zip _____ 82414 _____

Phone: (307) 527-7511

✕Organization Email (optional) _____ cindyb@cityofcody.com _____

For Central Registry Office Use only

Date Completed _____ Reference Number _____ - 0233

Person being screened listed on the DFS Abuse/Neglect Central Registry? YES ☐ NO ☐

Central Registry Specialist initials _____ DB _____

SS-26 INV

8/1/2016

AUTHORIZATION OF RELEASE OF CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY INFORMATION

To Be Completed by Person Being Screened (Please type or print legibly in ink.)

I hereby authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry Record Search to check for abuse, neglect and exploitation of children or vulnerable adults. I agree to provide the following information and any other information needed to initiate the background check. I understand that any falsification of information or substantiated abuse or neglect activities may be the grounds for termination of employment.

*Full Legal Name _____

*Maiden Name _____

*Former Married Names _____

*Aliases _____

*Social Security Number _____ *Date of Birth _____

Ethnicity

☐ Caucasian
☐ Hispanic
☐ Black

☐ Native American
☐ Asian
☐ Other _____

Gender: Male ☐ Female ☐

*Current Address _____

*City _____ *State _____ *Zip _____ *Phone _____

*List All Addresses for the past ten (10) years

"Voluntarily" List Names of Your Children (This information assures accuracy of the screen)

In the course of my duties, I will have unsupervised access to

Children _____ Adults _____ Both Children and Adults _____

I hereby authorize the results of this check be provided to the Organization/Agency identified on Page 1 of this form. If this application is being made as a requirement of a child placing agency, therapeutic foster care, and/or an adoption agency, I hereby authorize the requesting agency to provide the results of this check to the Department of Family Services. If you do not agree to electronic submission of results to the email address listed on page 1 please opt out by initialing here. _____

*Signature of Person Being Screened _____

*Date Valid for 60 Days _____

*Pursuant to W.S. 14-3-214(f) and W.S. 35-20-116(a), any applicant receiving a report that a prospective employee/volunteer is "under investigation", shall be notified of the final determination of that investigation. A second screen result will be sent to the Organization/Agency on Page 1 when a final determination is made in these cases.

Aquatics Division

<u>Job Title</u>	<u>Rate of Pay</u>
Aquatics I	\$9.49
Aquatics II	\$10.12
Aquatics III	\$11.39
Aquatics IV	\$15.30

Aquatics I: Duties include serving as an aide during swimming lessons, dispatching patrons down the water slide, acting as a shallow water attendant, interacting with the public and assisting with custodial duties. Employee must be willing to communicate clearly and concisely with the public of all ages. Employees must be certified through the American Red Cross in CPR and First Aid (preferably Professional Rescuer) and attend an in-house Water Safety Instructor Aide class. Employees must be at least 14 year of age and available to work approximately 10-40 hours per week depending upon the season including evenings, weekends, and holidays. May assist other City divisions as assigned.

Aquatics II: Employees must be certified through the American Red Cross as either a Lifeguard or Water Safety Instructor and be certified in CPR (preferably Professional Rescuer). Employee may be certified as both Lifeguard and Water Safety Instructor; however, the employee will primarily be employed to serve as one or the other. Water Safety Instructor's must be at least 16 years of age and duties include planning, instructing and evaluating the American Red Cross Learn to Swim program. Employee must be able to assess swimming skills for various levels and determine appropriate instruction. Lifeguards must be at least 15 years of age and duties include patron safety, recognizing unsafe conditions, implementation of safety protocol, and emergency response. Employees will assist with custodial duties and water testing and maintenance. Employees must be able to communicate clearly and concisely with patrons of all ages. Employees are expected to demonstrate a high level of professionalism, maturity and responsibility. Participation in training and frequent skills review is mandatory. Employees should expect to work approximately 10-40 hours per week depending on the season including evenings, weekends and holidays. May assist other City divisions as assigned.

Aquatics III: Employees must be certified through the American Red Cross as both a Lifeguard and a Water Safety Instructor and serve in both capacities on a regular basis. Duties of the Aquatics II apply to the Aquatics III position. Employees should expect to work approximately 10-40 hours per week depending on the season including evenings, weekends and holidays. Duties will be assigned based on qualifications and department needs. May assist other City divisions as assigned.

Aquatics IV: Employees must be certified through the American Red Cross as Lifeguard and serve in this capacity on a regular basis. Duties of the Aquatics II apply to the Aquatics IV position. Employees should expect to work approximately 10-40 hours per week depending on the season including evenings, weekends and holidays. Will perform as "shift supervisor" and be responsible for assigned staff during shift, implementation of shift duties/responsibilities, review daily and weekly maintenance logs. Review timesheets at the end of each day. Assist in performing duties associated with nightly closure of pool area. Duties will be assigned based on qualifications and department needs. May assist other City divisions as assigned.

Recreation Division

Job Title Rate of Pay

Recreation Assistant I \$10.12

Recreation Assistant II \$10.76

Recreation Assistant I: Employee will help Recreation Staff coordinate and supervise a variety of recreational activities for children of all ages including tennis, gymnastics, volleyball, basketball, soccer, gymnastics, day camp, arts and crafts and a variety of other programs. In addition, employee may serve as a facility monitor at the Recreation Center. Duties include monitoring the activities in the gymnasium and workout area as well as cleaning weight and cardiovascular fitness equipment and setting up and taking down equipment for league games. Employee may also serve as a concession stand attendant, preparing and serving food and snacks, stocking shelves, monitoring inventory and cash handling. Employee should expect to work approximately 10-35 hours per week depending on the season including evenings, weekends and holidays. Must be at least 14 years of age. May assist other City divisions as assigned.

Recreation Assistant II: Employee will assist Regular Part-time Recreation Assistants with the coordination and supervision of the Kidz on the Move Daycamp as well as the After School Activities Program when in session. Employee may also serve as a facility monitor at the Recreation Center. Duties include monitoring the activities within the facility as well as cleaning weight and cardiovascular equipment and setting up and taking down of equipment for league games and special events. Employee may also serve as a concession stand attendant, preparing and serving food and snacks, stocking shelves, monitoring inventory and cash handling. Employee may also answer phones, meet and greet patrons, swipe membership cards check patrons into facility, take registrations for programs, make facility reservations, and handle cash drawer and daily balancing of drawer and file. Employee should expect to work approximately 10-35 hours per week depending on the season including evenings, weekends and holidays. Must be at least 14 years of age. May assist other City divisions as assigned.

Miniature Golf Course

Job Title Rate of Pay

Lead Attendant: \$14.71

Attendant: \$11.30

Lead Attendant: Employee will schedule and assign staff to facilitate daily operations of miniature golf course, as well as, oversee all operations including answering questions, maintaining cleanliness and properly maintained course. Provide superior levels of customer service to golf course customers, report for all scheduled shifts or find a substitute. Must be able to provide own transportation to work, able to work flexible hours, able to handle and count cash. A work schedule may fall anywhere between 11:00 am and 9:00 pm Sunday through Saturday, including holidays. Must be at least 18 years of age.

Attendant: Work assigned shift to facilitate daily operations of miniature golf course, as well as, oversee all operations including answering questions, maintaining cleanliness and properly maintained course. Provide superior levels of customer service to golf course customers, report for all scheduled shifts or find a substitute. Must be able to provide own transportation to work, able to work flexible hours, able to handle and count cash. A work schedule may fall anywhere between 11:00 am and 9:00 pm Sunday through Saturday, including holidays. Must be at least 16 years of age.